

REPORTS INVENTORY

CONTROL NO.

DDS/OL/PD-8

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Monthly Financial Report

2. TYPE
OF
REPORT☒ STATISTICAL
☐ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

<input checked="" type="checkbox"/> PERSONNEL	<input type="checkbox"/> TRAINING
<input checked="" type="checkbox"/> LOGISTICS	<input type="checkbox"/> SECURITY
<input type="checkbox"/> MEDICAL	<input checked="" type="checkbox"/> FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

Orig & 2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not
number of copies) 2 - OF/PSAD
3 1 - OL/CPB7. FORMAT (memorandum, form
computer print-out, etc)

Memorandum

8. ADP PROCESSING

<input type="checkbox"/> YES	IF YES GIVE ADP PROCESSING NO.
<input checked="" type="checkbox"/> NO	

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Admin. Plan

STAT

10. PREPARING COMPONENT (include lowest level
contributing information to report)

OL/PD/GPB/CPS

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	= COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS-14	10.21	1	10.21	12	122.52
GS-9	4.15	2	8.30	12	99.60
GS-6	3.74	4	14.96	12	179.52

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

401.64

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

All Proprietary Admin Plans require submission of Financial Reports.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)
<input type="checkbox"/> CHANGE	
<input type="checkbox"/> DISCONTINUE	

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

STAT

16. DATE OF INVENTORY

9/21/70

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130156-1

Chief, OL/PD/GPB/CPS

Classification

18. EXTENSION